

PART 2 – ARTICLES OF THE CONSTITUTION

Article 13 – Finance, Contracts and Legal Matters

13.1 Financial management

The management of the Authority's financial affairs will be conducted in accordance with the Financial Procedure Rules.

13.2 Contracts

Every contract made by the Authority will comply with the Contracts Procedure Rules.

13.3 Legal proceedings

The Director of Governance and Legal Services is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Authority or in any case where the Director of Governance and Legal Services considers that such action is necessary to protect the Council's interests.

13.4 Authentication of documents

(a) Where any document is necessary for any legal agreement, procedure or proceedings on behalf of the Council, it will be signed by the Director of Governance and Legal Services or other employee authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

(b) With the exception of any contract formed using an electronic procurement system or with a value of less than twenty-five thousand pounds [£25,000], any contract entered into on behalf of the Authority shall be made in writing and signed under arrangements set out in the Contracts Procedure Rules. Any contract entered into on behalf of the Authority shall comply with the requirements of the Contract Procedure rules and the Financial Procedure Rules.

(c) Any references within this Article to signing a document shall include a signature produced electronically through the use of an electronic signature system.

13.5 Common Seal of the Council

The Common Seal of the Authority will be kept securely in the custody of the Director of Governance and Legal Service and may be applied through the use of a secure electronic sealing system. A decision of the Authority, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those

documents which in the opinion of the Director of Governance and Legal Services should be sealed. The affixing of the Common Seal will be attested by the Director of Governance and Legal Services or some other employee authorised by him/her.